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Space, Missile, Command, and Control

**FLIGHTLINE DRIVING PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction establishes flightline driving procedures, training, and certification requirements for all motor vehicle drivers with access to the Fairchild AFB (FAFB) flightline. It applies to all assigned, attached, or tenant units of FAFB. It also outlines procedures for issue and control of Privately Owned Vehicle (POV) flightline permits and the requirements for flightline driver certification.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

There are numerous changes throughout the instruction, including new flightline driving violations or accident reporting procedures, new VCO/VCNCO responsibilities, initial and refresher training requirements and lesson plans, new airfield diagram and sample letters, and more. Additionally, the previously published FAFBP13-101, *Flightline Driver Training Course*, Jul 95 has been incorporated into this instruction. Rescinded FAFBP13-101. Changes title of instruction to Flightline Driving Program.

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## 1. GENERAL POLICY AND RESPONSIBILITIES

**1.1. General Policy.** Airfield Management (92 OSS/OSAA) is responsible for the base flightline driving program. Unit Vehicle Control Officers/NCOs (VCO/VCNCOs) are responsible for the individual unit training programs, ensuring all flightline drivers are properly trained and certified. Only operators and vehicles designated by the Chief, Airfield Management (CAM) as prescribed in AFJMAN24-306, *Manual for the Wheeled Vehicle Driver*, Aug 93, Chapter 25 will be given access to the flightline area (See [Attachment 1](#)). The flightline driving program is managed IAW AFI13-213, *Airfield Management*, Aug 97. This instruction is applicable to all personnel driving on the airfield/flightline, to include all locally assigned personnel (military/civilian), DOD or private contractors, and Temporary Duty (TDY) personnel. All tenant units operating on the flightline will comply with instructions.

**1.2. Squadron Commanders/Staff Agency Chiefs Responsibilities.** Squadron Commanders and Staff Agency Chiefs will:

1.2.1. Limit the number of personnel authorized to drive on the flightline to the absolute minimum necessary to accomplish the mission.

1.2.2. Screen and carefully select individuals as Vehicle Control Officer (VCO) and NCO (VCNCO). The VCO/VCNCO must:

1.2.2.1. Be appointed in writing by the squadron commander/staff agency chief. A copy of the letter of appointment must be forwarded to 92 TRANS/ LGTO and 92 OSS/OSAA.

1.2.2.2. Certify personnel are qualified to drive on the flightline. Review AF Form 2296, **Vehicle Operator Information**, Feb 87.

1.2.2.3. Be familiar with AFJMAN24-306, AFI24-301, *Vehicle Operations*, Sep 97, and this regulation.

1.2.3. Appoint unit flightline driving trainers. At least one trainer should be appointed for each duty period for units that operate 24 hours daily. Send a copy of appointment letter(s) to 92 OSS/OSAA.

1.2.4. Ensure immediate supervisors personally determine their vehicle drivers are physically, mentally, and emotionally capable of safe flightline driving.

1.2.5. Notify Airfield Management and unit VCO/VCNCO when flightline violations occur. Additionally, upon suspension/revocation of a unit member's civilian driver's license by civil authorities, suspends and/or revokes the member's flightline driving authority. Notify in writing the unit VCO/VCNCO and the CAM.

**1.3. 92 OSS/OSAA Responsibilities.** Chief/Superintendent, Airfield Management, Chief Base Operations or designated representative will:

1.3.1. Train unit VCO/VCNCOs on the management of the flightline driving program. Training must be completed and documented no later than 30 days prior to assuming VCO/VCNCO duties.

1.3.2. Manage the base flightline driving program. Monitor unit flightline driver training programs for effectiveness. Additionally, will maintain instruction current, and will accomplish an annual review of instruction.

1.3.3. Validate AF Form 483, **Certificate of Competency**, Feb 85 for all qualified applicants required to drive on the flightline.

1.3.4. Perform monthly random checks of individuals driving on the flightline for proper qualification(s). This check will be accomplished jointly with the Security Forces and Wing Safety.

1.3.5. Attend the VCO/VCNCO meetings and brief flightline driving incidents, runway violations, changes in flightline driving procedures, flightline construction projects, and recommendations for improved flightline driving procedures.

1.3.6. Reviews/inspects a different unit's program on a quarterly basis to ensure flightline driving training is being properly conducted and documented. Review will focus on program integrity, compliance, and support. Flightline qualified operators will be chosen at random and administered the local flightline driving test (see [Attachment 2](#) and [Attachment 3](#)). Individuals failing to pass the test will be decertified and must be retrained.

1.3.7. Validate requests and issue all flight-line Privately Owned Vehicle (POV) Caps. VCO/VCNCOs must use [Attachment 4](#), [Attachment 5](#), and [Attachment 6](#) for POV cap(s) requests/justifications.

1.3.8. Conduct flightline driving briefings for HHQ inspectors or special teams.

1.3.9. Conduct flightline driving briefings for contractors on airfield. All contract personnel, including subcontractors, require a flightline driving brief before proceeding to any flightline area(s). Base Contracting office may conduct the briefing for contractors requesting brief access to the airfield using example in [Attachment 7](#). Only the Chief, Airfield Management, Superintendent, or Chief, Base Operations will sign and approve the flightline access. The SFS will not issue a base pass unless individual has cleared through this office (flightline access requests only).

1.3.10. Briefs the Airfield Operations Board (AOB) the status of the flightline driving program, to include, runway incursions/trends, program management, spot check results, etc.

#### **1.4. VCO/VCNCO Responsibilities.** All VCO/VCNCOs will:

1.4.1. All VCO/VCNCOs must be trained on the flightline driving program management by Airfield Management. Additionally, all VCO/VCNCOs must already be authorized (trained and certified) to drive on the flightline. VCO/VCNCOs may use trainers/certifiers for actual hands-on flightline driving training/certification. Only persons certified on Controlled Movement Area procedures may train or certify others on subject. All VCO/VCNCOs must be trained a minimum of 30 days prior to assuming those duties.

1.4.2. Ensure that the letters of appointment for VCO/VCNCO and flightline driving trainers are maintained on file at Airfield Management. Use example provided in [Attachment 8](#). Indicate who is authorized to train and certify others on Controlled Movement Area. All letters of appointment must be re-accomplished (validated) annually.

1.4.3. Administer training and orientation drives to all unit flightline driving trainers/instructors.

1.4.4. Periodically evaluate unit trainers/instructors on flightline driving procedures.

1.4.5. Ensure all flightline drivers possess a current Fairchild AFB issued AF Form 483. Annual refresher training must be current and documented on the back side. Do not allow the AF Form 483 to be laminated.

- 1.4.6. Ensure all drivers have appropriate civilian or government driver's license.
- 1.4.7. Certify flightline driver's training has been completed by using the attached "Documentation of Flightline Driver Training and Certification" form ([Attachment 9](#)).
- 1.4.8. Ensure all requirements and training for flightline driving are accomplished IAW this instruction. A sample flightline driving training lesson plan program is attached for reference in [Attachment 10](#).
- 1.4.9. Maintain all personnel lists, records, and associated forms applicable to individual program. As a minimum, each VCO/VCNCO will keep on file their unit/squadron's completed AF 171, **Request for Driver's Training and Addition to US Government Driver's License**, Jun 85 and Documentation of Flightline Driver Training letters.
- 1.4.10. Ensure that personnel undergoing training or orientation of flightline do not operate a vehicle within 50 feet of an aircraft, unless performing job-specific requirements, such as fire fighting, loading/unloading, refueling, etc. In all cases, the trainee must be qualified to operate the vehicle and be accompanied by a designated flightline driving trainer/instructor.
- 1.4.11. When notified by the CAM of a flightline driving violation, ensure vehicle operator is decertified and remedial training is completed before re-certification. VCO/VCNCO will notify unit commander and CAM in writing after revoking an individual's flightline driving privileges.
- 1.4.12. Conduct a semiannual review of unit procedures, training program, and paperwork to ensure compliance with this instruction. Units are encouraged to add unique items to this checklist as necessary. Additionally, VCO/VCNCOs must keep all unit personnel informed of any changes affecting flightline driving procedures.
- 1.4.13. Ensure all TDY personnel assigned or attached to unit possess a home-station AF Form 483. All TDY personnel will be briefed by the VCO/VCNCO on Fairchild flightline driving procedures using the attached "Contractor/TDY personnel Flightline Driving Briefing/Agreement" ([Attachment 7](#)). A mass brief may be conducted. Send list of personnel, with a statement indicating that this briefing has been conducted, to Airfield Management for approval of temporary flightline driving privileges.
- 1.4.14. Manage the unit's POV caps issued. Maintain the list of all unit personnel authorized a POV cap along with the signed statement of understanding list ([Attachment 5](#) and [Attachment 6](#)). Annually justify in writing the requirement for issuance of POV caps for general and/or limited areas ([Attachment 4](#)).
- 1.4.15. Ensure refresher training is conducted annually and documented for all personnel ([Attachment 11](#)). Refresher training can be tailored to each unit's flightline requirements, but should include winter driving procedures. The training will also comply with the AMC requirement for the following annual re-certification. The re-certification is mandatory for those individuals that operate motorized equipment within 10 feet of an aircraft. To comply with this requirement for annual re-certification, the following guidance will be followed.
- 1.4.16. VCO/VCNCO/Flightline Instructor(s) will certify annually that all individuals with a need possess the ability to safely and properly operate equipment within 10 feet of an aircraft. Only the equipment they are currently qualified on and that meets the established guidelines as listed below will need to be observed. This training will be tracked using course code VEHI 000001 in GO81 or locally documented for all personnel.

1.4.16.1. The following list of equipment is not inclusive and is to be used as a guide to define those types of equipment that have a potential of coming within 10 feet of an aircraft.

1.4.16.1.1. High reach boom type platforms, either for aircraft maintenance or de-icing.

1.4.16.1.2. Aircraft cargo loading and unloading type trucks, to include the high lifts used in life support and aircraft Dash 21 equipment loading and unloading.

1.4.16.1.3. Aircraft fuel servicing vehicles.

1.4.16.1.4. Aircraft towing tractors.

1.4.16.1.5. Staircase(Airstairs) trucks.

1.4.16.1.6. Forklifts.

1.4.16.1.7. Cranes used in lifting.

**1.5. Driving Instructors Responsibilities.** Driving Instructors must/will:

1.5.1. Be flightline qualified/certified.

1.5.2. Teach and monitor flightline driving.

1.5.3. Assist the VCO/VCNCO as required.

1.5.4. Be currently assigned duties involving driving on the flightline.

**1.6. 92 ADS (Aeromedical-Dental Squadron) Responsibilities.** The 92 ADS will:

1.6.1. Verify the color vision status of individuals for the purpose of flightline driving qualification.

1.6.2. Conduct color vision or Falant color vision testing when necessary.

1.6.3. Document the findings/results on the Flightline Driver Training and Certification letter.

**1.7. 92 SFS Responsibilities.** The 92 SFS will:

1.7.1. Enforce driving rules on the flightline and issue citations as necessary.

1.7.2. Ensure unauthorized vehicles and drivers are promptly removed from the flightline. Includes unauthorized privately owned vehicles.

1.7.3. Conduct joint monthly random inspections of flightline drivers/personnel.

1.7.4. Manage the restricted area boundaries and entry control points.

**1.8. 92 ARW/SE Responsibilities.** The 92 ARW/SE will:

1.8.1. Reviews this regulation, the training program , and the flightline test to ensure currency and accuracy prior to any changes.

1.8.2. Conduct joint monthly random inspection of flightline drivers/personnel.

**1.9. 92 TRANS/LGTO Responsibilities.** The 92 TRNS/LGTO will:

1.9.1. Review individual's AF 2293 and process AF 171 for issuance of a government driver license.

1.9.2. Conduct VCO/VCNCO meetings as deemed necessary IAW their guidance. Airfield Management will be advised of date, and will have a slot available for flightline driving brief.

1.9.3. Conduct annual unit VCO/VCNCO staff assistance visits.

1.9.4. Publish VCO/VCNCO newsletter.

**1.10. 92 CONS/LGCK Responsibilities.** The 92 CONS/LGCK will:

1.10.1. Conduct flightline driving brief for contractors needing limited access to airfield. ([Attachment 7](#))

1.10.2. Send contractor to Airfield Management for approval of request for access to flightline. Once approved, individual will take request and briefing paperwork to 92SFS for processing of a base pass.

1.10.3. Will ensure all contract work on the airfield is coordinated through Airfield Management, and ensure all contract drivers are flightline qualified.

## **2. OPERATION AND CONTROL OF VEHICLES ON THE FLIGHTLINE**

### **(REQUIRED FOR FLIGHTLINE QUALIFICATION)**

**2.1. General Rules For Vehicle Operations.** The following are guidance for vehicle operations on the flightline. **NOTE:** All flatbed vehicles carrying personnel in the back without seat belts must have side boards installed.

2.1.1. AFM 24-306, Chapter 25, contains guidance for operation of motor vehicles on Air Force flightlines. A working knowledge of these procedures is mandatory for all motor vehicle operators. The following are some basic rules.

2.1.2. Never block an airplane. Vehicles must always yield right-of-way to aircraft. No vehicle (except FOLLOW ME) will be parked or driven in front of taxiing or hovering aircraft. No vehicle will drive between an aircraft and a FOLLOW ME vehicle.

2.1.3. Yield right-of-way to all emergency vehicles. All vehicles must remain well clear of emergency operations/aircraft. It is particularly important not to interfere with fire department vehicles during ground emergencies. Vehicle operation at the incident site must be cleared by the senior fire official.

2.1.4. Vehicles approaching taxiing aircraft must remain clear of the aircraft. Normally, this is accomplished by pulling off the taxiway onto a cross taxiway or off the parking ramp taxi line onto an area well clear of the aircraft wing tip. You must find a place to safely turn off.

2.1.5. Headlights blind aircrews! When approaching a taxiing aircraft at night, pull over to remain clear of the aircraft and turn off your headlights. Turn on your parking lights and keep your headlights off until the aircraft has passed.

2.1.6. The driver and all passengers must wear seat belts and shoulder harnesses, if available. Passengers must remain seated and keep their arms and legs within the vehicle body while the vehicle is in motion.

2.1.7. When ice or snow is present, all vehicles operating within the flightline area must have snow tires, tire chains, or all-weather radial tires on the drive wheels. Tire chains must be secure

and in good repair to prevent foreign objects on the airdrome. Studded tires are not authorized on the flightline.

2.1.8. Enter restricted areas (red-lined areas) at established entry control points. Do not cross the red boundary lines unless cleared to do so by Central Security Control (ext. 7-5533/2849).

2.1.9. Bicycles are an authorized mode of transportation within the aircraft parking areas only for performance of assigned duties. If used at night, they must have a headlight and reflectors on the front, sides, and rear. Operators will comply with basic rules of the road and use common sense while operating or parking a bicycle.

## **2.2. Vehicle Operations in the Vicinity of Aircraft.**

2.2.1. All vehicles will approach parked aircraft with the driver's side facing the aircraft.

2.2.2. Do not drive directly towards an aircraft.

2.2.3. Do not drive closer than 10 feet to any part of an aircraft unless engaged in loading, unloading, or servicing as directed by tech data. If you do approach closer than 10 feet to an aircraft, use a spotter to guide your vehicle's approach. Vehicles/wheeled equipment that do not have an integral braking system (parking brake and gear lever with reverse/park) will have one rear wheel chocked when parked within 25 feet of an aircraft.

2.2.4. Preposition chocks for all vehicles/wheeled equipment approaching within 10 feet of aircraft and keep chocks in place until vehicle/wheeled equipment is at least 10 feet away from aircraft.

2.2.5. If backing towards an aircraft is necessary, post a spotter to guide the approach and preposition chocks to prevent your vehicle from backing into the aircraft.

2.2.6. For maximum safety, no vehicle will be parked or driven closer than 25 feet in front or 200 feet to the rear of any aircraft when engines are in operation or about to be put into operation. The ANG "Golfball One" vehicles are excluded from this requirement.

2.2.7. As a general rule, all personnel working on the flightline during darkness must wear a reflective belt.

2.2.8. A Helicopter parking stub exists in front of Hangar 1005. The stub is marked using standard helipad markings (white colored "H" with a square border). However, this is not a helipad for normal departure/arrival of helicopter aircraft, instead it is used for start-up and shut-down of engines/rotors before taxiing out/in. Use extreme caution when operating in this area. Remain at least 200ft from the aircraft when engines/rotors are running. Vehicles approaching taxiing aircraft must remain clear of the aircraft. Normally, this is accomplished by turning around on the taxiway on to a cross taxiway or other area which keeps you at least 200 feet from the helicopter rotor-tips.

## **2.3. Parking vehicles on the flightline.**

2.3.1. When parking a vehicle on the flightline, the ignition will be turned off, gear lever placed in park, and parking brake set. Standard transmission equipped vehicles or vehicles without a park gear will place the gear in reverse. All vehicles which do not have an integral braking system will be chocked when left temporarily unattended on the flightline. Vehicles will be left unlocked with keys in the ignition when parked in an operational area of the flightline. (Ref: AFM 24-306) Emergency vehicles that must remain in operation at the scene of an emergency may be parked with the



engine running, parking brake set, transmission in neutral or park, and drive wheels chocked when the driver's seat is not occupied. **NOTE:** AGE towing vehicles may be left running, with the drive selector placed in PARK or NEUTRAL with parking brake applied while the driver is connecting or disconnecting support equipment and opening or closing hangar doors.

2.3.2. All motor vehicles will use emergency flashing lights when parked on the flightline during hours of darkness or inclement weather. (Ref: AFM 24-306)

#### **2.4. Parking vehicles near or adjacent to aircraft.**

2.4.1. All motorized self-propelled vehicles and wheeled equipment without an integral braking system will be chocked when parked within a 25 foot radius of an aircraft.

2.4.2. Pre-positioned chocks will be used for all vehicles and wheeled equipment within 10 feet of aircraft. **NOTE:** Vehicles responding to an emergency, i.e., Fire Department, Hospital, Airfield Management (OPS1), Safety, and Security Forces vehicles) are exempt from this requirement. Under no circumstances will these vehicles be parked in such a manner as to present a hazard should they begin to roll except for block and tackle procedures. For vehicles with tandem axles, one chock between the tandem wheels is sufficient.

2.4.3. Vehicles within 25 feet of an aircraft must be parked in a manner that permits departure from the area without backing. Parked vehicles must remain one lane width on the outside edge and parallel to the traffic lanes. Vehicles leaving the lanes to pick up Aerospace Ground Equipment (AGE) are not restricted to the parking lanes but must comply with all provisions of this regulation. Do not park unattended vehicles pointed toward an aircraft. Do not leave a vehicle unattended with the engine running. Fuel and water trucks servicing aircraft operate as required and must have one rear wheel chocked and the parking brake set (except when the temperature is below 32 degrees Fahrenheit and brake freezing could be expected.)

#### **2.5. Traffic Flow.**

2.5.1. A left-hand traffic lane is established from stub 25 to stub 47 and from building 1029 to building 1037 ([Attachment 12](#)). This places the driver's side of the vehicle nearest to the aircraft and gives the best visibility to ensure vehicle/aircraft separation. All vehicles are required to use these lanes when transiting in these areas, unless it is impractical due to direct performance of mission or emergency response. Airfield Management vehicle (Ops 1) is exempt from this requirement due to their airfield inspection requirement. In all other areas, drive on the right side of taxiway center lines and enter and exit taxiways at right angles to the center line. Do not drive diagonally across ramps or taxiways.

2.5.2. Vehicle passing should be avoided, however, it may be permissible if passing a special purpose vehicle, i.e., tow truck. If passing, it must be done to the right of the taxiway/apron/ ramp centerline. Passing on the right-hand side of another vehicle is prohibited. Be cautious when passing another vehicle, ensure that no hazards exist. **PASSING A SPECIAL PURPOSE VEHICLE TOWING AN AIRCRAFT IS NOT AUTHORIZED.**

#### **2.6. Speed Limits.**

2.6.1. Aircraft parking ramp speed limit is 15 mph. **NOTE:** During periods of snow, ice, or restricted visibility, speed limits are reduced to 10 mph. Airfield Management (Ops1), Supervisor of Flying (SOF), and snow removal vehicles may exceed the above speed limits in the performance of their duties.

2.6.2. Within 25 feet of an aircraft speed limit is 5 mph.

2.6.3. All taxiways (except parallel) speed limit is 15 mph **NOTE:** During periods of snow, ice, or restricted visibility, speed limits are reduced to 10 mph. Airfield Management (Ops1), Supervisor of Flying (SOF), and snow removal vehicles may exceed the above speed limits in the performance of their duties.

2.6.4. Parallel Taxiway speed limit is 30 mph or as required by operational necessity. **NOTE:** During periods of snow, ice, or restricted visibility, speed limits are reduced to 10 mph. Airfield Management (Ops1), Supervisor of Flying (SOF), and snow removal vehicles may exceed the above speed limits in the performance of their duties.

2.6.5. Runway speed limit speed as required. Safety is paramount!

2.6.6. Special purpose vehicles speed limit is 10 mph

## **2.7. Foreign Object Damage (FOD) Prevention and Control.**

2.7.1. Prior to entering the flightline, inspect the exterior of vehicle for loose objects, check tire treads and remove foreign objects to prevent possible FOD incidents.

2.7.2. Driving off paved surfaces is prohibited, except in an emergency situation or if duty related.

2.7.3. Drivers of vehicles entering the ramp from an unpaved surface must stop and check their tires for foreign objects. The vehicles must then be driven at least 100 yards along the edge of the ramp/taxiway to dislodge any remaining FOD.

## **2.8. Driving During Exercises.**

2.8.1. Remove all POVs from the flightline during "THREATCON C" alerts/exercises. When authorized, shuttle transportation to and from flightline will be provided.

2.8.2. When directed, all vehicles except those required to assist aircraft must immediately clear designated areas.

2.8.3. CSC/LED coordinates with the Control Tower to prevent Security Forces from interfering with departing, arriving, or taxiing aircraft.

## **2.9. Flight-Line Driving Violations and Accidents.**

2.9.1. Flight-line driving violations or accidents will be reported to the Chief, Airfield Management (CAM) to determine further requirements. (Do this in addition to other notification criteria that may require Security Forces action, etc.) CAM VCO/VCNCO will follow procedures outlined in [Attachment 13](#), Flightline Driving Violations and Remedial Training. All runway incursions/intrusions/violations will be logged on the Runway Intrusion/Vehicle Violation Log maintained in Base Operations counter and will be briefed at the next Airfield Operations Board meeting.

2.9.2. The CAM and/or Security Forces, depending upon the situation will determine if the vehicle(s) and its operator will be allowed to move or stay in place.

2.9.3. The individual(s) involved will be escorted to Base Operations to obtain the name and organization and a written statement from all involved parties (Use [Attachment 14](#)). Based upon the findings, the CAM or designated representative will take whatever appropriate corrective action is deemed necessary.

2.9.4. The CAM and/or VCO has the authority to revoke flight-line driving privileges. If decertified, the AF Form 483 is confiscated and individuals is prohibited from driving on the flightline until appropriate refresher training is accomplished and individual is re-certified.

2.9.5. Supervisory personnel observing traffic violations should, as a minimum, record license number or government registration number of the vehicle, the type of incident, the time of the occurrence, and the location. This information should be reported to the Law Enforcement Desk Sergeant and Airfield Management. The Desk Sergeant will then initiate a report for appropriate command action.

### 3. OPERATING WITHIN THE MOVEMENT AREA

#### (REQUIRED FOR MOVEMENT AREA QUALIFICATION)

**3.1. General Procedures.** These are procedures for operating within the movement area.

3.1.1. No vehicle will proceed on or across the movement area without approval from the Control Tower. Vehicles must come to a complete stop at the vehicle holdline prior to asking for permission from the Control Tower (See [Attachment 12](#) for markings). Taxiway A has both basic visual (VFR) holdline and an instrument (INST) holdline. The basic runway holdline is authorized as the holding point during normal weather conditions, other times use the INST holdline as the holding point.

3.1.2. During inclement weather, i.e., fog, snow, thunderstorms, etc., no vehicle will proceed across the instrument (INST) holdline on taxiway A, without asking for permission from the Control Tower. Do not proceed to the runway vehicle holdline. The instrument holdline is identified by two solid yellow lines with yellow "ladder rung" lines running through it and the abbreviation "INST" spaced along the side of it ([Attachment 12](#)). Violating this area when aircraft are using the Instrument Landing System (ILS) may cause signal interruption or erroneous signals to aircraft.

3.1.3. It is critical that all vehicles approved on the Controlled Movement Area (runway/helipads) notify the Control Tower both when they have exited the CMA and exit location.

3.1.4. Vehicles required to operate on both sides of the runway should use the perimeter road and not cross the runway. The following exceptions are permitted:

3.1.4.1. MMS convoys with munitions or vehicles towing munitions trailers.

3.1.4.2. Fire Department.

3.1.4.3. Ambulance.

3.1.4.4. Security Forces, when responding to an emergency.

3.1.4.5. METNAV Maintenance, responding to emergencies or other mission-related duties.

3.1.4.6. Airfield Management (OPS1).

3.1.5. Emergency Response vehicles will not enter the active runway (or the helipads on taxiways D and F south of the parallel taxiway) without the Control Tower's permission. During emergency responses, when runway clearance cannot be granted, emergency response vehicles will use the perimeter road at the 23 (east) end of the runway. The Control Tower will notify the appropriate control centers or vehicles via radio when the runway can be used for emergency response.

3.1.6. A non-transgression area is located at the hammerhead on taxiway A. Vehicles are prohibited in this area. ([Attachment 12](#))

3.1.7. Whenever possible, vehicle movement on the runway will be conducted in the opposite direction of aircraft travel.

3.1.8. Violations of the Movement Area must be reported to the CAM. Normally, the Control Tower will immediately notify the flight data section, providing a description of vehicle, location, and summary of violation. The flight data specialist will take necessary steps to have the individual operating the vehicle escorted to Base Operations to obtain the name and organization of the driver and the driver's statement concerning the incident.

**3.2. Radio Discipline and Procedures.** Keep all radio calls to a minimum and make each transmission short and clear. UHF/VHF radio-equipped vehicles will not transmit on Air Traffic Control frequencies. UHF Guard frequency (243.0) may only be used to prevent an aircraft accident or incident.

3.2.1. To request entry into the Controlled Movement Area, (after coming to a complete stop) use the following phraseology:

3.2.1.1. For runway/helipad access state: "Tower , (call sign). Request runway entry from (position on the airfield) for (time needed) to (state purpose)".

3.2.1.2. For runway crossing state: "Tower (call sign). Request permission to cross the runway at (your position)."

3.2.1.3. You must read back all Air Traffic Control Tower instructions before proceeding. Notify the Control Tower immediately after exiting the Controlled Movement Area. AVOID using the word "clear" or "clearance" when communicating with ATCT.

3.2.2. In the event the Control Tower loses radio contact with vehicles on the Movement Area, the runway edge lights will be raised to step #5 (highest setting), and reduced to step #1 (lowest setting) repeatedly during vehicle-no-radio (NORDO) conditions, to indicate vehicles must exit the runway immediately. All vehicles must then exit the Movement Area until radio contact can be re-established.

**3.3. Control Tower Light Signals.** All flightline vehicles will have the ATC Light Gun Signals sticker displayed on the dashboard or other area of vehicle where it is easily available for reference. These stickers are available through 92 Trans, Vehicle Operations. Additionally, all drivers must be familiar with the following light gun signals:

3.3.1. STEADY GREEN: "Clear to cross."

3.3.2. FLASHING GREEN: Applicable ONLY to aircraft.

3.3.3. STEADY RED: "Stop!! Vehicle will not be moved."

3.3.4. FLASHING RED: "Clear active runway immediately."

3.3.5. FLASHING WHITE: "Return to starting point."

3.3.6. ALTERNATING RED AND GREEN: "General warning, use extreme caution."

**3.4. Snow Removal Procedures.** Snow removal vehicles are authorized to operate at speeds in excess of the speed limit if necessary for snow removal operations. Their vehicles must use flashing or rotating amber lights while removing snow. The runway Snow Removal Supervisor (SNOWMAN)

will be responsible for all snow removal vehicles operating on the runway. Upon notification from the Control Tower to exit the runway, SNOWMAN will relay over the radio to all snow removal vehicles to exit the runway at the nearest taxiway and remain at that location. In the event that SNOWMAN cannot reach any vehicle over the radio, SNOWMAN will flash the vehicle headlights on and off, as a signal to clear the runway. SNOWMAN will make a second trip down the runway to ensure that all snow removal vehicles have cleared the runway. SNOWMAN will coordinate with the Control Tower for runway reentry for all snow removal equipment. Operators of snow removal equipment will not enter the runway at any time without first contacting SNOWMAN. If the Control Tower loses radio contact with snow removal vehicles on the runway, the Control Tower will raise the runway edge lights to step #5 and reduced to step #1 repeatedly during vehicle-no-radio (NORDO) conditions, to clear all vehicles from the runway until radio contact can be re-established. **NOTE:** SNOWMAN requires 5 to 10 minutes from time of notification to assure that all snow removal vehicles have exited the runway. **UNDER NO CIRCUMSTANCES WILL VEHICLES DRIVE THROUGH OR OVER BERMS CREATED BY SNOW REMOVAL OPERATIONS!!!**

3.4.1. Fire Department (FD) Operations: In order to meet regulation requirements for FD driver's training and emergency operations, they may be required to exceed the speed limits listed in par [2.6](#). All simulated emergency and training operations will be conducted on the parallel taxiway.

3.4.2. Fire Department will notify Airfield Management (Base Ops) and the Security Forces before conducting this training. Normal speed limits will be adhered to during normal operations.

#### 4. PRIVATELY OWNED VEHICLES (POVs)

**4.1. Authorization of POVs on Flightline.** Authorization to operate a POV on the flightline is limited to those persons who must use a POV to perform special duties or other mission essential tasks on the airfield. Limited Access is granted to individuals working in certain hangars on flightline.

**4.2. POVs in Controlled Movement Area.** POVs are not authorized on the Controlled Movement Area without prior coordination with the CAM, and must have radio contact with the Control Tower or be escorted by a radio-equipped vehicle and flightline qualified individual.

**4.3. Designation of Flightline Caps.** Units Commanders must designate in writing the grade, name, office symbol, duty phone and number of individuals who possess or control a flightline cap. Individuals must be flightline qualified or, for limited flightline access caps, briefed by the VCO on proper procedures to and from the work center. Motorcycles are not authorized on the flightline

4.3.1. POV Caps are considered accountable items by Airfield Management. Cap colors will change out every two years. Once issued, these caps are not transferable to others, unless coordinated in writing by VCO/VCNCO. All drivers must be flightline qualified and certified and possess an AF Form 483. If cap is lost, stolen, or damaged, a written letter must be submitted to Airfield Management (92 OSS/OSAA) stating circumstances. All POV caps must be turned in to Airfield Management, through VCO/VCNCO, when no longer needed.

4.3.2. All POV cap requests will be justified/validated annually. Failure to do so may result in revocation of all POV caps issued.

4.3.3. VCO/VCNCOs must use [Attachment 4](#) to request/justify a POV cap issued. All requests must be fully justified in writing by unit commander and forwarded to 92 OSS/OSAA. Requests must be kept to an absolute minimum.

4.3.4. VCO/VCNCOs must use [Attachment 5](#) and [Attachment 6](#) (as applicable) to issue out the POV cap(s) to unit members. All individuals wishing to drive on the flightline with a POV cap must read and sign this form. Above attachments must be forwarded to this office, and a copy of each must be maintained in unit VCO/VCNCO continuity/training program binder. One list may be used for all members.

4.3.5. Vehicles traveling via Gate 35A to buildings 2025 and 2030, or to the backside of hangars 1001, 1003, 1005 and 1007 are exempt from displaying flightline access caps.

4.3.6. POVs traveling to areas on the flightline not listed above must display a flightline access cap. The cap must be visibly mounted on top of vehicle when in motion. Ensure that the cap is secured. When parked, display the cap inside vehicle, on top of dashboard or other area that assures good visibility. Vehicles found without a cap may be subject to towing and other administrative actions.

4.3.7. The following caps are authorized on the flightline:

4.3.7.1. Yellow - General Flightline Access. Includes 141 ARW personnel/area.

4.3.7.2. Blue - Limited Flightline Access. These caps are issued to workers in Bldg. 1012, 1013, 1017, 1021, 2050, and they permit travel from Gate 35, 35A, or 47A to/from their work area ONLY. Workers in Bldg. 1012 will cross the ladder taxiway from Bldg. 1013. No other access is authorized. Caps issued to 141<sup>st</sup> ARW are limited to their area only.

**4.4. Priority Areas.** Priority A & B restricted areas are off-limits to POVs at all times. POVs have access to priority C areas at all times except during "THREATCON C" (POVs will be removed from the flightline) or when directed, because of increased security postures.

**4.5. Flightline Cap issuing Authority.** Airfield Management is the issuing authority for POV flightline cap authorization. POV Flightline access caps are issued on a demonstrated need basis. Caps issued must be safeguarded to deny unauthorized use. Temporary general access caps are available 24 hours a day from the Base Operations Flight Data Section, for a period not to exceed 24 hours.

## **5. OBTAINING AUTHORIZATION FOR OPERATION OF A VEHICLE ON THE FLIGHTLINE**

**5.1. Course Objective.** Included in this instruction is the recommended Flightline Driver Training Course, a practical step by step training guide. The objective of the course is to cover general flightline procedures/qualification and Controlled Movement Area qualification.

### **5.2. Procedures.**

5.2.1. The VCO/VCNCO will review the individual's AF Form 2296 and verify the individual possesses a valid state driver's license. The VCO/VCNCO will then initiate an AF Form 171 and the "Documentation of Flightline Driver Training and Certification Letter" in [Attachment 9](#). This form may be reproduced on the back side of the AF Form 171.

5.2.2. Prior to operating a vehicle on the flightline the trainee will hand carry the completed flightline certification letter along with a copy of medical records to the base Hospital's Optometry clinic. The medical technician will verify the status of individual's color vision by reviewing either the medical records or by conducting a color-vision test. The medical technician will anno-



tate whether the individual does/does not have the ability to distinguish between red/green/yellow/white/blue and sign the appropriate statement.

5.2.2.1. Normal color vision is required to operate a vehicle on the flightline/controlled movement area. It is mandatory for personnel needing access to the controlled movement area to be color-vision certified. Individuals who fail the color vision test may be given "limited access" on the flightline area only! In these instances, the VCO/VCNCO will forward a letter to this office requesting limited access given to individual who has failed the color vision test. Letter must include the hospital's written evaluation results, and the flightline area that individual will be limited to. In no instance will it include the controlled movement area.

5.2.2.2. Aircrew members and other career field may be pre-qualified for the color-vision requirement. In these instances, the VCO/VCNCO must provide this office a listing of all applicable career fields (AFSCs) which are exempt along with a page reference from AFMAN36-2108, *Airman Classification*, Oct 97.

5.2.3. The trainer(s) will complete all training requirements using the Fairchild Flightline Driver Training Course provided in [Attachment 10](#) and other supplemental training provided by the unit VCO/VCNCO. The trainer and the trainee will initial the appropriate training items and sign the Flightline Driver Training and Certification letter.

5.2.4. The VCO/VCNCO will make a final review of the individual's training and administer a flightline qualification exam, including the Controlled Movement Area qualification exam if applicable. The minimum passing score is 80%, corrected to 100%. Individuals who do not achieve the passing score should receive further instruction prior to re-testing. Before signing the Flightline Driver Training and Certification letter, indicate the test scores and if the individual is Movement Area qualified.

5.2.5. The applicant will then hand carry the completed form to Bldg. 1 (one), Base Operations, Flight Data Section. Individuals may be subject to answering general flightline driving questions from this instruction by Base Operations personnel. Those who have met all requirements will be issued an AF Form 483 with the appropriate stamp granting flightline only or flightline and runway authority. Individuals requesting Controlled Movement Area access must be trained and certified on all applicable procedures.

5.2.6. The certification letter, along with the AF Form 171 will be hand-carried back to the unit VCO/VCNCO for filing.

### **5.3. Additional Information.**

5.3.1. Contractors and vendors may be granted temporary privileges by the CAM, Supt., or the Chief, Base Operations. Normally, the flightline briefing ([Attachment 7](#)) will be conducted by 92 CONS (Contracting) and approved by this office. Contractors/vendors must receive an in-depth briefing on flightline operations and an exact route to and from the work area must be established. Briefings must be conducted annually for renewed contracts. The 92 SFS will not approve any base passes unless this briefing is completed and is approved by this office.

5.3.2. Civilian personnel hired on a seasonal basis (i.e., snow removal, mowers, etc.) must receive flightline training and certification annually. Unit VCO/VCNCO is responsible for training and certification.

5.3.3. All TDY personnel, including Higher Headquarters/IG inspectors will receive a flightline orientation briefing. This briefing will cover as a minimum, controlled movement area procedures, radio procedures, flightline speed limits, basic orientation of flightline. **Attachment 7** will be used as a guide. All persons attending the briefing will be given temporary flightline access. A listing of all personnel must be turned in to this office no later than one week prior to visit. This list will be stamped appropriately to reflect authorization to flightline and or movement areas. Team members must carry a copy of approved list with them when operating on the flightline. A flightline orientation package will be given to each member requesting flightline driving access.

5.3.4. TDY personnel assigned to a local unit must be briefed by host VCO/VCNCO. Airfield Management will validate the briefing and stamp listing with appropriate authorization. TDY personnel not assigned to anyone, but wishing to drive on the flightline must coordinate request through this office.

## **6. OTHER REQUIREMENTS AND INFORMATION**

**6.1. Coordination for Work on or Around the Airfield.** All military, DOD civilians, and contractors performing inspections, maintenance, or any other type of work on or near any part of the airfield must coordinate work a minimum of two weeks prior to commencing. All drivers will be flightline certified. The CAM is the final approving authority. Airfield Management is located in Base Operations building, Bldg. 1.

**6.2. Availability of This Instruction.** All sections/units with flightline vehicle operators will have a copy of this instruction readily available. This instruction will be available for download/printing from the Fairchild AFB Intranet, Electronic Publications link. Airfield Management will not provide copies of instruction.

**6.3. Forms Prescribed.** AF Form 2296, AF Form 483, and AF 171.

MICHAEL J. BILLINGS, Colonel, USAF  
Commander, 92d Operations Group



## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

**References**

AFJMAN24-306, *Manual for the Wheeled Vehicle Driver*, Aug 93

AFI13-213, *Airfield Management*, Aug 97

AFI24-301, *Vehicle Operations*, Sep 97

AFMAN36-2108, *Airman Classification*, Oct 97

**Terms**

**Flightline area**—Includes the runway, taxiways, aircraft parking ramps, hangars, and associated maintenance/servicing areas where aircraft may be encountered.

**Foreign Object Damage (FOD)**—FOD is any object, such as rocks, tools, metal, etc., that could be ingested by an aircraft engine and thus cause internal damage.

**Controlled Movement Area (CMA)**—The Controlled Movement Area consists of the runway, overrun, helipads on Twy D and Twy F, and within 100 feet of the edges of each area. ([Attachment 12](#)). No vehicles may operate in this area without establishing radio contact with the Air Traffic Control Tower (ATCT). Before entering the movement area, all vehicles will stop at the vehicle holdline and request approval from the Control Tower to proceed. Violation could result in suspension/de-certification of flightline driving privileges at the minimum. Not following proper procedures could lead to a runway intrusion/incident that results in loss of life, aircraft, and property, ALWAYS EXERCISE EXTREME CAUTION.

**Vehicle Holdline**—A position beyond which a vehicle cannot proceed. Do not cross this line without first receiving and acknowledging instructions issued from the Control Tower prior to entry into the Controlled Movement Area (CMA). These positions are marked on each taxiway/hammerhead intersecting the runway and the helipads. The marking consists of two parallel yellow stripes, perpendicular to the axis of the taxiway/hammerhead centerline. The stripe closest to the runway is a dashed line, and the other is a solid line. See [Attachment 12](#).

**Instrument Holdline**—A position on taxiway A, beyond which a vehicle cannot proceed. Do not cross this line to proceed into the Controlled Movement Area without first receiving and acknowledging instructions from the Control Tower. This holding position marking is for the Instrument Landing System (ILS) critical area on taxiway A. The marking consists of two yellow solid lines spaced two feet apart connected by pairs of solid lines spaced ten feet apart extending across the width of the taxiway. See [Attachment 12](#).

**Entry Control Points (ECPs)**—These points mark the location for entry to or exit from restricted areas. They are identified by a 4' by 30' white block painted on the ramp. A red line with white border delineates the boundaries of restricted areas.

**Attachment 2****FLIGHTLINE DRIVING TEST**

REFERENCE: FAFBI13-2131

1. When approaching a moving aircraft at night, which of the following should be done?
  - a. Flash high beams several times so aircraft will see you
  - b. Clear the taxiway and leave headlights on so you can be seen
  - c. Clear the taxiway and turn all lights off
  - d. Clear taxiway, stop vehicle, headlights off, and parking lights on
  
2. All vehicles will approach parked aircraft with the driver's side of the vehicle toward the aircraft.
  - a. True
  - b. False
  
3. When motor vehicles operate on unpaved surfaces, rocks are picked up between dual wheels and gravel becomes lodged in the tire treads. Operators will stop when returning to the ramp area and remove any foreign material from the tires. Vehicles must then be driven at least \_\_\_\_\_ along the edge of the hard surface to throw off any remaining foreign material.
  - a. 50 yards
  - b. 100 yards
  
4. All personnel required to operate a vehicle on the flightline must have completed requirements to obtain an AF Form 483 which authorizes flightline driving.
  - a. True
  - b. False
  
5. The maximum speed limit for general purpose vehicles on the ladder taxiway is?
  - a. 25 mph
  - b. 30 mph

- c. 10 mph
- d. 15 mph

6. Vehicles requiring runway entry or runway crossing, will stop short of the runway holdline and obtain Tower clearance prior to proceeding. The holdline is a double \_\_\_\_\_ line, one solid and one dashed, 100 feet short of the runway.

- a. Red
- b. Green
- c. Yellow
- d. White

7. Citations can be issued to drivers for improper/unsafe operation of a motor vehicle on the flightline.

- a. True
- b. False

8. Chocks are required for all motorized self-propelled vehicles and wheeled equipment without an integral braking system, when parked within a \_\_\_\_\_ foot radius of an aircraft.

- a. 35
- b. 10
- c. 50
- d. 25

9. The "flightline" is any area where aircraft are taxied, towed, or parked.

- a. True
- b. False

10. The maximum speed limit on the parallel taxiway is \_\_\_\_\_.

- a. 15 mph

- b. 10 mph
- c. 30 mph
- d. 05 mph

11. POVs without radios are not authorized to drive on the runway without escort by a radio-equipped vehicle.

- a. True
- b. False

12. Vehicles will always yield right-of-way to aircraft.

- a. True
- b. False

13. No vehicle will be allowed to drive between an aircraft and a "FOLLOW ME" vehicle.

- a. True
- b. False

14. POVs are authorized in priority C security areas of the flightline during normal operations.

- a. True
- b. False

15. Vehicles needing to operate in the restricted areas must enter and exit those areas through established entry control points which are designated by 30' X 4' \_\_\_\_\_ painted blocks on the ramp surface.

- a. Red
- b. Yellow
- c. White
- d. Green

16. When on the flightline, what should you do before getting out of a vehicle?

- a. Turn off ignition
- b. Set the parking brake
- c. Select reverse gear or park
- d. all of the above

17. During periods of snow, ice, or restricted visibility, speed limits are restricted to?

- a. 5 mph
- b. 15 mph
- c. 10 mph
- d. 8 mph

18. Passengers will remain seated while vehicles are in motion and will keep their arms and legs within the vehicle body.

- a. True
- b. False

19. Vehicle operation within 25 feet of an aircraft will not exceed what speed limit?

- a. 25 mph
- b. 05 mph
- c. 15 mph
- d. 10 mph

20. When on the 05 hammerhead, vehicles should avoid the non-transgression zone at all times.

- a. True
- b. False

**QUESTIONS #21-25: MOVEMENT AREA CERTIFICATION INDIVIDUALS NOT NEEDING TO DRIVE IN THE MOVEMENT AREA MAY STOP HERE**

21. Which of the following Control Tower light signals is not matched with the appropriate response:

- a. Steady Green ----- Clear to cross.
- b. Flashing Red ----- Leave active runway immediately.
- c. Steady Red ----- Stop! vehicle will not be moved.
- d. Flashing White ----- Return to starting point.
- e. Red & Green ----- Disregard light signals

22. When requesting access into the Movement Area, vehicle operators should state which of the following information?

- a. Name, office symbol, duty phone
- b. Call sign, location, purpose, time needed
- c. Name, job priority, destination
- d. Last name only, intentions, vehicle description

23. When responding to tower communications, vehicle operators should \_\_\_\_.

- a. Roger
- b. State call sign & read back instructions
- c. Copy
- d. State call sign & roger

24. If unable to establish radio contact with the Control Tower to obtain permission to cross the runway, vehicle operators will take the following actions.

- a. Call MACC and request they relay
- b. Contact Base Operations for approval
- c. Not attempt to cross, obtain direct radio contact first
- d. Check for approaching aircraft by looking both ways, if clear, cross

25. When waiting to cross runway at the holdline and an aircraft approaches, take the following actions.

- a. Don't move, wait your turn for access
- b. Reposition vehicle out of the path of the aircraft.
- c. Pull forward of the holdline
- d. Use proper hand signals to wave aircraft pass you

**END OF TEST**

**Attachment 3****FAIRCHILD AFB FLIGHTLINE DRIVER'S TEST - ANSWER SHEET**

REFERENCE: FAFBI 13-2131

1. D. 11. A 21. E.

2. A 12. A. 22. B.

3. B. 13. A. 23. B.

4. A. 14. A. 24. C.

5. D. 15. C. 25. B.

6. C. 16. D.

7. A. 17. C.

8. D. 18. A.

9. A. 19. B.

10. C. 20. A.



## Attachment 4

## REQUEST FOR ISSUE OF GENERAL/LIMITED FLIGHTLINE ACCESS CAPS (SAMPLE)

MEMORANDUM FOR 92 OSS/OSAA

FROM:

SUBJECT: Request for Issue of General/Limited Flightline Access Caps

1. Request issue of general/limited flight line access caps for the following individuals.

Name	Rank	Section/Office Symbol	Tel No.	Bldg./Loc.

2. JUSTIFICATION: (State complete justification for either the general or limited access caps. There must exist a **need** to use a POV on the flightline. If a GOV is assigned to the unit, you must indicate why you can not use that in its place.). If the justifications are different per section, you may state them separate or on a different request.

3. Point of contact is (VCO/VCNCO Name/Tel No.) Before issuance of the cap, each person must read and sign attached statement of understanding regarding the rules for having a flightline POV cap. This letter will be updated annually.

COMMANDER SIGNATURE BLOCK

**PRIVATELY OWNED VEHICLE – STATEMENT OF UNDERSTANDING FOR GENERAL ACCESS (SAMPLE)**

[illegible]


**PRIVATELY OWNED VEHICLE – STATEMENT OF UNDERSTANDING FOR LIMITED ACCESS (SAMPLE)**

[illegible]


**Attachment 7****CONTRACTOR/TDY PERSONNEL FLIGHTLINE DRIVING BRIEFING/AGGREEMENT  
(SAMPLE)**

The following information is discussed in accordance with FAFBI13-2131, Flightline Driving Program with the contractor concerning flight line driving:

The purpose of having access on the flightline: \_\_\_\_\_.

The exact route to and from the work area. Exact route will be: \_\_\_\_\_.

\_\_\_\_\_ .Call-signs are: \_\_\_\_\_.

**3. FOD prevention.** (Foreign Object Damage) It is the responsibility of every person operating on the flight line to ensure safety is exercised at all times. If you notice any debris on the flightline and it is small enough for you to pick it up please do so. If there are excessive pebbles from spills or cracks or other large items, please inform Base Ops via ramp net to notify the sweeper immediately. If you ever need to exit the pavement and drive in the infield or other areas having excessive FOD, ensure that you check your tires prior to proceeding back on the flightline and drive at least 100 feet on a paved surface beyond the side line stripes prior to entering the taxiway or runway. Do not leave any trash in your area of responsibility. Patrol area before departing.

**4. The speed limits on the flight line.**

- a. 15 mph on the ladder and remaining taxiways (10 mph during snow conditions)
- b. 30 mph on the parallel
- c. As deemed necessary on the runway not to exceed 55 mph

**5. ECPs. (Entry Control Points)** ECPs are identified by a 4' by 30' white block. There are several of these throughout the flight line. Any time you see a solid red line, this indicates a restricted area. Usually, the ECP is centered in the middle of the taxiway or entrance; if there is no ECP, **Do Not** "break red". Always use an ECP where available. Restricted area badges are the responsibility of the individual or the unit sponsoring the individual. If the contractor does not possess a restricted area badge, the sponsoring unit is responsible for providing an escort.

**6. Vehicle traffic flow.** Always drive to the right of a taxiway or runway line. Keep driver's side of vehicle towards aircraft. Don't pass taxiing aircraft or come between them and a "follow me" vehicle.

**7. Right of way on the flight line.** All aircraft either taxiing or being towed, emergency vehicles, and snow removal equipment have the right of way on the flight line at all times.

**8. Approaching aircraft.** If ever you are in the direct path of an approaching aircraft, take the nearest possible exit route ensuring you obtain at least 25 feet between your vehicle and the wingtip of the aircraft. Please do not try to out run the aircraft, simply pull over to a safe location and remain in place until the aircraft has either passed you or is at least 200 feet away from you. During hours of darkness, turn off your headlights to approaching aircraft, your parking lights should remain on. Never get closer than 200 feet from rear/front of aircraft when engines are running.

**9. Vehicle parking and chocking.** If you need to park your vehicle on the flight line, ensure (a) ignition is off (b) parking brake is set (c) gear lever is in park or reverse and (d) use emergency flashers during hours of darkness and inclement weather. Chock the vehicle if no integral braking system is available. Leave vehicle unlocked and keys in ignition. Do not park unattended vehicles towards an aircraft.

**10. Unique Operations and Situations.** During exercises all non essential vehicles will clear alert areas. Contractors will be notified of exercise operations prior to entering the flightline. Exercises vary, therefore, base ops will inform contractors of any situations which will impact work on flightline. During snow/ice conditions, vehicles should be equipped with proper safety equipment, i.e., all season radials or snow tires, chains in good repair, etc. Tire studs are prohibited on the flightline.

**11. Flight line POV Caps.** Caps are issued on a temporary basis. Normally the issue time does not exceed 24 hours, however, this time can be extended by the Airfield Manager, Superintendent, or Chief of Base Ops. Requested issue time is \_\_\_\_\_. Cap numbers are \_\_\_\_\_.

**12. Control tower light gun signals.** If in any event radio contact is lost with the tower while on a controlled movement area, please refer to the following for directions:

- A. steady green     cleared to cross
- B. flashing green - not applicable to vehicles
- C. steady red - Stop! Vehicle will not be moved
- D. flashing red clear active runway immediately
- E. flashing white - return to starting point
- F. red and green - general warning- exercise extreme caution

Also, tower will repeatedly raise runway edge lights from step 1 to step 5 to notify you to exit the runway and/or controlled movement area until radio contact can be re-established.



**13. Radio discipline and procedures.** Radio used for official use only. Make transmissions short and clear. To request entry on movement areas or to cross runway, use the following phraseology:

a. "Tower this is (call sign). Request runway entry from (current position) for (time needed) to (state purpose of entry)."

b. "Tower (call sign) requests clearance to cross the runway at (your position)."

You must read back all tower instructions before proceeding, and inform the tower immediately after exiting the movement area. Crossing the movement area to save time or for convenience is prohibited. Stop at the hold lines before requesting entry permission from the tower. Hold lines are double horizontal lines (one solid, one broken) crossing the length of the taxiway. The solid line will be the line closest to you. All contractors must have direct radio contact via the ramp net with tower prior to entering/crossing a controlled movement area (runway, helipads on Taxiways "D" and "F"). Ensure you have a callsign and use the same callsign until all work is complete. Notify base ops to contact tower if they cannot be reached on the ramp net. All contractors are required to report to the Airfield Manager, Superintendent, or Chief of Base Ops before and after flightline entry.

**14. Contractor's Statement :** I have received a briefing on flight line driving procedures in accordance with FAFBI13-2131. I certify that I understand these procedures and that all drivers working for this project will receive this briefing before driving on the flight line.

\_\_\_\_\_  
Name and Signature of Contractor

\_\_\_\_\_  
Date

Briefing conducted by: \_\_\_\_\_

Date: \_\_\_\_\_

CAM/SUPT/CBO Approval: \_\_\_\_\_

**Attachment 8****VCO/VCNCO TRAINER APPOINTMENT LETTER (SAMPLE)**

Date: \_\_\_\_\_

MEMORANDUM FOR 92 OSS/OSAA

FROM:

SUBJECT: Unit Vehicle Control Officer/NCO (VCO/VCNCO) and Flightline Trainers

1. The following individuals are assigned as unit VCO/VCNCO.

<u>Position</u>	<u>Name/Rank</u>	<u>CMA Certified (Y/N)</u>	<u>Signature</u>
VCO	Last Name, First, Rank	Y	_____
VCNCO (P)			_____
VCNCO (A)			_____

(P) Primary

(A) Alternate

CMA -- Controlled Movement Area

2. The following individuals are certified as Trainers. (Indicate by name if Controlled Movement Area Trainer)

<u>Name/Rank</u>	<u>CMA Certified (Y/N)</u>	<u>Signature</u>
Last Name, First, Rank	Y	_____
Last Name, First, Rank	N	_____

3. This letter will be updated annually. This supersedes previous letter, same subject.

Unit Commander Signature Block

**Attachment 9****DOCUMENTATION OF FLIGHTLINE DRIVER TRAINING AND CERTIFICATION LETTER  
(SAMPLE)**

Date:

MEMORANDUM FOR 92 OSS/OSAA

FROM:

SUBJECT: Documentation of Flightline Driver Training and Certification

1. Request the following individual be granted flightline driving privileges:

Name/Rank: \_\_\_\_\_ Unit/Office Symbol: \_\_\_\_\_

2. The above individual was administered the color vision test and is certified to distinguish between the following colors: Red/Green/Yellow/White/Blue. ☐ Approval ☐ Disapproval

Medical Technician Name (print):	Signature:	Date:

3. Individual has been trained and certified on AF Form 171, has been certified on the following items. Member has read and understands the contents of FAFBI13-2131.

TRAINING ITEM:	DATE:	TRAINER:	TRAINEE:
Light Gun Test			
Flightline Drivers Training (Classroom)			
Day Flightline Orientation/Training (Practical)			
Night Flightline Orientation/Training (Practical)			
Flightline Drivers Test (Practical)			
Flightline Drivers Test (Written)			
Movement Area: <input type="checkbox"/> Approval <input type="checkbox"/> Disapproval			

4. I certify that all required training has been conducted. The flightline driving test was given, all missed questions were reviewed. SCORE: [redacted]. I have reviewed the operator's AF Form 2296 (if applicable). This individual possesses a Government/Civilian drivers license and is authorized to drive vehicle(s) noted on AF Form 171. This form will be retained by the VCO/VCNCO until individual is reassigned. Annual refresher training will be annotated on the back of AF Form 483.

Trainee: (signature)	Flightline Trainer (name/signature):	VCO/VCNCO (name/signature):

**Attachment 10****FLIGHTLINE DRIVER TRAINING COURSE**

Once an individual has been identified as having a requirement to operate a vehicle on the flightline, VCO/VCNCOs are to complete the following steps:

STEP 1 - Ensure that the operator has a valid civilian drivers license, and a valid AF Form 2293, (US Government Motor Vehicle Operators Identification Card).

STEP 2 - Provide trainee with a Flightline Certification Letter which will be hand carried to the base hospital optometry clinic to document results of color vision testing. (Individuals unable to pass, and who have a need to drive on non-controlled movement areas may request a waiver through the VCNCO). Verification must be signed by designated hospital technicians.

STEP 3 - Assign a flightline driving instructor (trainer) and provide trainee with a day and night flightline orientation ride. A minimum of two hours for both day and nighttime orientation is required. **NOTE:** Ensure trainee understands standard flightline traffic procedures prior to operating any vehicle on the flightline.

STEP 4 - Conduct classroom and practical training IAW FAFBI13-2131, and this training guide:

- a. Ensure that the trainee/operator has read and understands his responsibilities.
- b. Ensure trainee accomplishes all flightline training objectives during day/night familiarization & training rides.
- c. Address specific areas associated with the duties the trainee will perform and other unit flightline concerns.
- d. Review FAFBI13-2131, and the training outlines with the trainee.

STEP 5 - Conduct practical test. Trainee should be able to operate vehicle safely in the flightline environment and state step by step procedures for actions to take prior to commencing the specific act.

STEP 6 - Administer written test. Passing the Fairchild Flightline Driving Training Course Test developed by 92 OSS/OSAA with a score of 80% is mandatory. All missed questions will be reviewed by trainee. **NOTE:** Supplemental tests that cover your unit's concerns and operations are encouraged.

STEP 7 - Complete AF Form 171. This form must be signed by the Unit Commander or VCO/VCNCO, designated trainer, and trainee (operator).

STEP 8 - Complete the Flight Line Driving Certification Letter. Indicate accomplished training by initialing the appropriate items. Ensure all required statements are completed and signed. Annotate the test score and whether the individual is/is not certified to drive within the Controlled Movement Area. The letter must be signed by the medical technician, trainee, trainer, and the Unit Commander or VCO/VCNCO.

STEP 9 - Upon completion of all requirements, the applicant must hand carry the completed AF Form 171 and the Flightline Driving Certification Letter to the Base Operations dispatch section, bldg. 1. VCO/VCNCOs should advise all applicants that AF Form 483 is issued on Tuesdays and Thursdays, 0730-1100L, only.

STEP 10 - Maintain the AF Form 171/Flightline Driving Certification Letter on file at the unit level.

STEP 11 - Annual training will be tracked. Document annual refresher training on the back of the AF Form 483.

## **Controlled Movement Area**

**Objectives:** The trainee, when given a multiple choice test, will answer questions about the movement area with 80% accuracy.

**Strategies:** No vehicles will proceed into or across the Controlled Movement Area unless specifically authorized to do so by the tower. Continuous and direct radio contact with the Control Tower is mandatory within the Controlled Movement Area.

### **Presentation:**

#### **1. Movement Area**

- A. Runway Crossing For Convenience or to Save Time is Prohibited
- B. The Vehicle Operator Will Make a full Stop at the Vehicle Holdline and Then Initiate Request to the Control Tower
- C. When located on Taxiway A, The Vehicle Operator Will Make a Full Stop at the Instrument Holdline and Then Initiate Request to the Control Tower

D. Permission to enter the CMA From the Control Tower is Not a 100% Positive Guarantee of Safe Clearance, Always Look For Possible Aircraft/Snow Removal Equipment Before Proceeding.

E. The Following Vehicles are Permitted to Cross the Runway For Mission Requirements With Approval From The Control Tower:

- i. Munitions Vehicles
- ii. Fire Department
- iii. Security Forces
- iv. Ambulance
- v. METNAV Maintenance
- vi. Airfield Management
- vii. Contractors (when cleared by Airfield Management)
- viii. Airfield Lighting
- ix. Communications Squadron personnel (when cleared by Airfield Management)
- x. Explosive Ordnance Disposal (EOD) members
- xi. Supervisor of Flying
- xii. 92 ARW/CC and 92 OG/CC and their representatives

A. All Other Vehicles Required to Operate on Both Sides of the Runway Will Use the Perimeter Roads and Not Cross the Runway

B. Radio Communication Requirement With the Control Tower:

- i. EXAMPLE:<OPS ONE>"Tower, OPS One on Taxiway A, Request Permission onto the Runway For Inspection."<TOWER>"Ops One, Tower, Hold Short of the Runway."<OPS ONE>"Tower, Ops One Holding Short of the Runway."
- ii. State Your Call Sign, Location, Request and Duration; if Applicable.
- iii. Repeat Call Sign and Tower Instruction Back.
- iv. Inform Tower When Off of the Runway. AVOID using the word "CLEAR" When Telling Tower You are off the Runway.

## FOD Control and Prevention

**Objective:** The trainee, when performing a procedure, will demonstrate their ability for FOD control and prevention to the go/no go level.

**Strategies:** To reduce the potential of FOD to aircraft and support equipment, vehicles will remain on paved surfaces to the maximum extent possible. Vehicles that must operate on unpaved areas will stop at entrance of paved area and check the tires for FOD before continuing to the flightline

area. All vehicles entering the flightline area from outside airfield will also stop at ECPs or flightline entrances and check tires for FOD.

**Presentation:**

2. FOD Control and Prevention

A. Entering the Flight Line

- i. Inspect the Exterior of Vehicle – Remove Loose Objects
- ii. Check Tire Treads – Remove Foreign Objects

B. Driving Off Paved Surfaces is Prohibited – Except:

- i. Emergency
- ii. Duty Related

C. Entering the Ramp From an Unpaved Surface

- i. Inspect the Exterior of Vehicle – Remove Loose Objects
- ii. Check Tire Treads – Remove Foreign Objects
- iii. Drive 100 Yards Along the Edge of the Ramp/Taxiway – Dislodge Any Remaining FOD

D. FOD Damage

- i. Ingestion by Aircraft Engines – KC-135R/T model is Extremely Susceptible to Engine FOD
- ii. Damage to Tire

**Speed Limits**

**Objectives:** The trainee, when given a multiple choice test, will identify the answers to the speed limits for all locations on the flight line with 80% accuracy. The trainee, when performing a procedure, will use the correct speed limit on the flight line to the go/no go level.

**Strategies:** The following speed limits apply to the Fairchild AFB flightline.

**Presentation:**



### 3. Speed Limits

#### A. Parking Ramps and Taxi-ways Between Parking Ramps

- i. General Purpose Vehicles (step vans, pickup trucks, etc.) - 15 MPH
- ii. Special Purpose Vehicles (age tractors, cherry pickers, etc.) - 10 MPH

#### B. All Vehicles Within 25 feet of an Aircraft - 5 MPH

#### C. Parallel Taxiway - 30 MPH

#### D. During Periods of Snow, Ice, or Reduced Visibility - 10 MPH

#### E. Towing Equipment - Speed Limits

- i. General Purpose Vehicles (cars, step vans, pick-ups, etc.)
  - (1). One Stand - 10 MPH
  - (2). Two Stands - 5 MPH
  - (3). Maximum of Two Stands may be Towed at a Time
  - (4). Some Larger Stands Such as B-2 Stands May Require Slower Speeds for Safe Towing
  - (5). Slower Speeds may be Required for Sharp Turns
    - i. AGE Tractors (bob tails)
    - ii. One Stand - 10 MPH
    - iii. Two or More Stands – 5

### Flight Line Entry Control Points

**Objective:** The trainee, when performing a procedure, will demonstrate the proper steps for entry control points to the flight line to the go/no go level.

**Strategies:** Knowledge of the aircraft parking areas, taxiways, movement area, and traffic flow in general is essential for safety and expediency.

#### **Presentation:**

### 4. Flightline Entry Control Points

#### A. Identify Restricted Area Markings

#### B. Identify Entry Control Points (ECPs)

- i. Gates
- ii. 4' by 30' White Block

C. Responsibility for line badge and/or escort rests with each individual/and or unit.

D. All personnel must possess a restricted area badge prior to entering a restricted area. Those personnel not possessing a restricted area badge will be escorted at all times.

### **Flightline Vehicle Traffic Flow**

**Objective:** The trainee, when given a drill and practice exercise, will demonstrate flightline vehicle traffic flow to the go/no go level.

**Strategies:** Knowledge of the aircraft parking areas, taxiways, movement area, and traffic flow in general is essential for safety and expediency.

#### **Presentation:**

#### 5. Flightline Vehicle Traffic Flow

- a. Right-hand driving on taxiway centerlines (mission essential)
- b. Left-hand driving lanes (w/in white lines in front of Stubs 25-47)
- c. When Within Close Proximity of Aircraft Under Tow or Taxiing
  - i. Keep Driver's Side of Vehicle Towards Aircraft
  - ii. Vehicles will not Drive into the Path of an Aircraft
  - iii. Vehicles will not Stop in Front of an Aircraft
  - iv. Vehicles will not pass an aircraft that is taxiing
  - v. No Vehicle will Drive Between an Aircraft and a "FOLLOW ME" Vehicle
  - vi. Clear the Taxiway and Come to a Complete Stop Until the Aircraft Passes
    - (1). Pull far off the Taxiway on Your Right Side Until the Aircraft Passes
    - (2). Perform a FOD Check Before Proceeding Back onto Taxiway. Drivers Must Ensure Head Lights do not Blind Aircrew of Approaching Aircraft
  - i. Allow at Least 25 Feet Wing tip Clearance, Yielding to Aircraft
  - ii. Vehicles in Front will not be Closer Than 25 Feet in Front of an Aircraft
  - iii. Vehicles Behind Running Aircraft Shall Remain 200 Feet Behind Aircraft
- d. The Ladder Taxiway Driving Lanes Should be Used to the Maximum Extent Possible. Only Mission Essential Vehicles will drive on the Taxiway Centerline.
- e. The Following Personnel and Vehicles Have Right of Way at All Times
  - i. Aircraft Under Own Power and Being Towed

- ii. Emergency Response Vehicles With Red or Blue Lights Flashing
- iii. Snow Removal Equipment and Airfield Maintenance Equipment
- f. Identify the General Parking Areas and Taxiways
  - i. 141 ARW Ramp
  - ii. 92 ARW Parking Ramps
  - iii. All Taxiways
- g. Identify the Locations of the Following Within the Control Movement Area
  - i. Runway 05/23
  - ii. Helipads
  - iii. Instrument Holdline
  - iv. Non-Transgression Zone (do not enter)

### **Vehicle Parking and Chocking**

**Objective:** The trainee, when given a multiple choice test, will select the correct answer to vehicle parking and chocking on the flight line with 80% accuracy.

**Strategies:** Trainees should know all safety rules and adhere to the following directives.

### **Presentation:**

#### **6. Vehicle Parking and Chocking**

- a. When Parking a Vehicle on the Flightline
  - i. Ignition will be Turned OFF
  - ii. Parking Brake Set
  - iii. Gear Lever Placed in Park/Reverse (as applicable to type of transmission and/or vehicle)
  - iv. Emergency Flashing Lights During:
    - (1). Hours of Darkness
    - (2). Inclement Weather
  - v. If No Integral Braking System - Chocked When Left Unattended on the Flightline
  - vi. Operational Area of the Flightline
    - (1). Unlocked
    - (2). Keys in the Ignition

- b. Emergency Vehicles
  - i. May be Parked With the Engine Running
  - ii. Parking Brake Set
  - iii. Transmission in Neutral or Park
  - iv. Chocked when the Driver's Seat is Not Occupied
- c. Age Towing Vehicles
  - i. May be Left Running
  - ii. Drive Selector Placed in PARK or REVERSE (see 6a (iii) )
  - iii. Parking Brake Applied While the Driver is:
    - (1). Connecting Support Equipment
    - (2). Disconnecting Support Equipment
    - (3). Opening Hangar Doors
    - (4). Closing Hangar Doors
- d. Parking Vehicles Near or Adjacent to Aircraft
  - i. Parked Within a 25 Foot Radius of an Aircraft
    - (1). All Motorized self-propelled Vehicles and Wheeled Equipment Without an Integral Braking System
      - (a). Chocked
      - (b). Placed in Front and Behind the Rear/Drive Wheel
    - (2). Parked in a Manner That Permits Departure From the Area Without Backing
    - (3). Do Not Park Unattended Vehicles Pointed Toward an Aircraft
    - (4). Ignition OFF
  - ii. Parked Within 10 Foot Radius of an Aircraft
    - (1). No Vehicle will be Parked Closer Than 10 Feet to Any Aircraft Except For:
      - (a). Servicing
      - (b). Towing
      - (c). Loading
      - (d). Unloading
      - (e). Cranes Used in Lifting
    - (2). Pre-Positioned Chocks will be Used for All Vehicles and Wheeled Equipment Within 10 Feet of Aircraft
      - (a). NOTE: Vehicles Responding to an Emergency are Exempt From This Requirement
    - (3). Always Use a Spotter When Backing

iii. Passenger Carrying Vehicles

(1). Stop at the Aircraft With the Drivers Side Next to Aircraft

(2). Be Well Clear of the Wing and Tail Sections When:

(a). Loading

(b). Unloading

e. In the Event a Vehicle Should Become Disabled

i. Move Vehicle Out of Movement Area

ii. Leave Exterior Flashing Lights ON

iii. Remain With Vehicle

iv. Notify Vehicle Maintenance and Base Operations as Soon as Possible

### **Operation in Vicinity of Aircraft**

**Objective:** The trainee, when performing a procedure, will operate all equipment that is used within 10 feet of an aircraft to the go/no go level.

**Strategies:** Personnel will normally have multiple pieces of equipment requiring training. VCO/VCN-COs may sign off these tasks if the individual has recently demonstrated their ability to satisfactorily perform the task.

### **Presentation:**

#### **7. Operation in Vicinity of Aircraft**

a. Vehicles Will Approach Parked Aircraft With the Driver's Side Facing the Aircraft

b. Do Not Drive Directly Towards an Aircraft

c. When Aircraft Engines are in Operation or About to be Put into Operation

i. No Vehicle will be Parked or Driven Closer Than:

(1). 25 Feet in Front

(2). 200 Feet to the Rear

ii. The 92 ARW Supervisor of Flying (SOF) and the 141 ARW (ANG) "Golfball One" Vehicles may be Excluded From This Requirement when in Performance of their Duties

d. Re-Certification is Mandatory for Those Individuals That Operate Motorized Equipment Within 10 Feet of an Aircraft

- i. This Recurring Certification is to Assure That Individuals Can Safely and Proficiently Operate Pieces of Equipment Around Aircraft Without Causing Aircraft Damage
- ii. The Following List of Equipment is not Inclusive and is to be Used as a Guide to Define Those Types of Equipment That Have a Potential of Coming Within 10 Feet of an Aircraft
  - (1). High Reach Boom Type Platforms - For Aircraft Maintenance or De-Icing
  - (2). Aircraft Cargo Loading and Unloading Type Trucks - To Include the High Lifts Used in Life Support and Aircraft -21 Equipment Loading and Unloading
  - (3). Aircraft Fuel Servicing Vehicles
  - (4). Aircraft Towing Tractors
  - (5). Staircase (Airstairs) Trucks
  - (6). Forklifts
  - (7). Cranes Used in Lifting
- iii. Certify Individual's on Each Piece of Equipment Used Within 10 Feet of an Aircraft
- iv. Annual Training Will be Tracked Using Course Code VEHI 000001 in GO81 or Locally Documented for all Personnel

### **Unique Operations and Situations**

**Objective:** The trainee, when participating in a simulation, will understand the procedure for unique operation and situations to the go/no level.

**Strategies:** During situations in which the normal operations are altered or changed on the airfield, the driver should ensure he/she is kept up-to-date on all airfield changes. Basic driving procedures do not change. Special areas of concern are driving during periods of increased security postures, exercises, aircraft operations, and periods of snow and ice. SAFETY WILL NOT BE COMPROMISED.

### **Presentation:**

#### **8. Unique Operations and Situations**

- a. Exercises - All non-Essential Vehicles Clear Alert Areas
  - i. Runway
  - ii. Connecting Taxiways
- b. Snow or Ice on Paved Surfaces:
  - i. All Vehicles Should be Equipped With:
    - (1). All-Season Radials/Snow Tires, or Chains

- (2). Ensure Chains are Secure and in Good Repair
- ii. Reduce Speed to 10 MPH Maximum
- c. Reduced Visibility - Reduce Speed to 10 MPH Maximum
- d. Hazards
  - i. Helicopter Slide Area/Ladder Landing (in front of hanger 1005) When Helicopter is in Operation
    - (1). Anticipate it Possibly Hovering Forward Towards the Helipads on Taxiway F or Taxiway D
    - (2). Be Ready to YIELD!
  - ii. Snow Removal Equipment - During Snow/Ice Removal Operations
    - (1). Stay Well Clear of Equipment's Path
    - (2). Do Not Cause Snow Removal Vehicles to Divert Their Path
    - (3). Snow Removal Vehicles Operate at Higher Speeds Than Other Vehicles are Authorized to Operate
    - (4). Visibility May be Impaired When in Close Proximity of Snow Removal Operations
    - (5). No Vehicles Will be Allowed Onto Runway While Snow Plow Operations are in Effect

### **Privately Owned Vehicles (POVs)**

**Objective:** The trainee, when given a multiple choice test, will ascertain the operational constraints to POVs/Contractors on the airfield with 80% accuracy.

**Strategies:** Privately owned vehicles are only allowed on the flight line with approval from Airfield Management. Approved vehicles will be issued a flight line access cap. The magnetic cap will be placed on top of the vehicle whenever operating on the airfield.

### **Presentation:**

#### 9. Privately Owned Vehicles (POVs)

- a. Contractors Will Follow the Same Basic Rules as POVs. Approved contractors may utilize vehicles with company logos to satisfy this requirement
- b. POV Flight Line Access Caps:
  - i. During Periods of Increased Security or Exercises
    - (1). POVs may be denied access to the Airfield
    - (2). Directed to Stay Behind the Ladder Taxiway
    - (3). Directed to be Removed From the Flight Line During "THREATCON C"

ii. Categories of POV Access:

(1). General Access Domes (Yellow) - Issued TO:

- (a). Commanders
- (b). Designated Supervisory or Mission Essential Personnel
- (c). Contractors

(2). Limited Access Caps (Blue) - Travel Approved to Hangar Work Areas Only

(3). NOTE: All Operations in the Controlled Movement Area Require Radio Contact With Control Tower Bicycles

i. May Only be Operated Within the Aircraft Parking Areas

ii. Only for Performance of Assigned Duty

iii. If unit owned, must be marked with organizational tags or markings

iv. All riders will abide with base bicycle driving rules (helmet, reflective belt, light, etc.)

c. Motorcycles, Motor Scooters and Motor Bikes are Prohibited

d. Pedestrian Traffic

i. Permitted When Specifically Required in Performance of Any Assigned Duty

ii. Radio Contact Required With the Control Tower Within the Movement Area

### **Control Tower Light Gun Signal Recognition**

**Objective:** The trainee, when asked control tower light gun signal recognition, will know the proper response to each light signal to the go/no go level.

**Strategies:** Tower light signals are used when radio communications fail or as necessary in control of vehicular traffic in the Movement Area. It is essential that all personnel know the proper response to each light signal. Each vehicle operated on the flightline must have the ATC light gun signal sticker on the dashboard within sight of driver.

### **Presentation:**

#### **10. Control Tower Light Gun Signal Recognition**

a. Tower Light Gun Signals and Response:

- i. Steady Green - Cleared to Cross
- ii. Flashing Green - Applicable to aircraft only!
- iii. Steady Red - Stop! - Vehicle Will Not be Moved



- iv. Flashing Red - Clear Active Runway Immediately
- v. Flashing White - Return to Starting Point
- vi. Red and Green - General Warning - Exercise Extreme Caution
- b. In the Event the Control Tower Loses Radio Contact With Vehicles on the Movement Area
  - i. Vehicle-No-Radio (NORDO) Conditions
  - ii. The Runway Edge Lights Will be Raised to Step # 5 and Reduced to Step # 1 Repeatedly
    - (a). To Indicate Vehicles Must Exit the Runway Immediately
    - (b). Must Then Exit the Movement Area Until Radio Contact can be Re-Established
  - c. Prior to Operating a Vehicle on the Flightline - Optometry Clinic or Physical Examinations will have The Medical Technician Verify the Status of Individual's Color Vision by a Review of the Medical Records or by Test

### **Radio Discipline and Procedures**

**Objective:** The trainee, when performing a procedure, will use the correct radio discipline and procedures to the go/no go level.

**Strategies:** Vehicle/radio procedures for operating on or crossing a runway.

### **Presentation:**

#### 11. Radio Discipline and Procedures:

- a. Radio Calls
  - i. Kept To a Minimum and Make Each Transmission Short and Clear
  - ii. UHF/VHF Radio-Equipped Vehicles Will Not Transmit on Air Traffic Control Frequencies
  - iii. UHF Guard Frequency May Only be Used to Prevent an Aircraft Accident or Incident
- b. To Request Entry into the Movement Area
  - i . Phraseology:
    - (1). For Runway or Helipad Entry
      - (a). "Tower this is (call sign) Request Runway Entry From (position on the Airfield) for (time needed) to (state purpose)"
    - (2). For Runway Crossing
      - (a). "Tower (call sign) Requests Permission to Cross the Runway at (your position)"

- (3). You Must Read Back all Control Tower Instructions Before Proceeding
- (4). Notify the Control Tower Immediately After Exiting the Movement Area
- ii. NOTE: Radio procedure training should stress avoiding use of the phrase "CLEAR"

### **Unique Unit Requirements and Local Restrictions**

**Objective:** The trainee, when asked several questions, will answer unique unit requirements with 80% accuracy.

**Strategies:** Trainees should know all safety rules and adhere to the following directives.

### **Presentation:**

#### 12. Unique Unit Requirement and Local Restrictions

- a. Unique Unit Requirements
- b. Local Restrictions

### **Summary**

**Objective:** Personnel, when completed Flightline Driver's Training, will demonstrate their ability to drive on the flightline to the AMC standard of go/no go.

### **Presentation:**

#### 13. Completion

- a. Administer Written Test
- b. Supplemental Tests That Cover Your Unit's Concerns and Operations
- c. Complete AF Form 171
- d. Complete the Flightline Driving Certification Letter
  - i. Initialing the Appropriate Items
  - ii. Ensure All Required Statements are Completed and Signed
  - iii. Annotate the Test Score
  - iv. Annotate Whether the Individual is/is not Certified to Drive on the Controlled Movement Area
  - v. Signed by:
    - (1). Medical Technician

- (2). Trainee
- (3). Trainer
- (4). Unit Commander or VCO/VCNCO

Applicant Should Hand Carry the Completed AF Form 171 and the

- (5). Flight Line Driving Certification Letter to:
  - (a). Vehicle drivers Licenses (92 TRNS/LGTO)
  - (b). Base Hospital (optometry clinic or physical examinations)
  - (c). Base Operations Dispatch Section
- e. Maintain the AF Form 171/Flightline Certification Letter on File at the Unit Level
- f. Annual Training Will be Tracked by unit VCNCO and annotated on back of AF Form 483.

**Conclusion:**

**Summary:**

**Re-motivation:**

**Assignment:**

**Closure:**

**Attachment 11****ANNUAL FLIGHTLINE DRIVING REFRESHER TRAINING**

**A11.1. Actions Required.** VCO/VCNCOs should take the following minimum actions when conducting annual refresher flightline driving training in addition to concerns unique to your unit.

**A11.2. Who Requires Annual Refresher Training?** Have all unit flightline vehicle operators review FAFBI13-2131. VCNCOs should cover with individual all applicable lesson plans listed in this instruction. Conduct refresher training on following items:

- A11.2.1. Controlled Movement Area procedures
- A11.2.2. Radio procedures for operating in Controlled Movement Area
- A11.2.3. Flightline Speed limits and Vehicle Traffic Flow
- A11.2.4. Vehicle Parking and chocking
- A11.2.5. Control Tower Light Gun Signals
- A11.2.6. FOD Control
- A11.2.7. Operation in vicinity of Aircraft
- A11.2.8. Airfield Signs/Markings (Hold Markings)
- A11.2.9. Runway Intrusion prevention
- A11.2.10. Prior to and throughout the winter season, reemphasize the importance of adherence to the following:
  - A11.2.11. Ensure that headlights are turned off when approaching a taxiing aircraft. Use parking lights until aircraft has passed. (Hours of darkness increase during winter months.)
  - A11.2.12. Yield right of way to snow removal vehicles.
  - A11.2.13. Under no circumstances drive through or over berms created by snow removal.

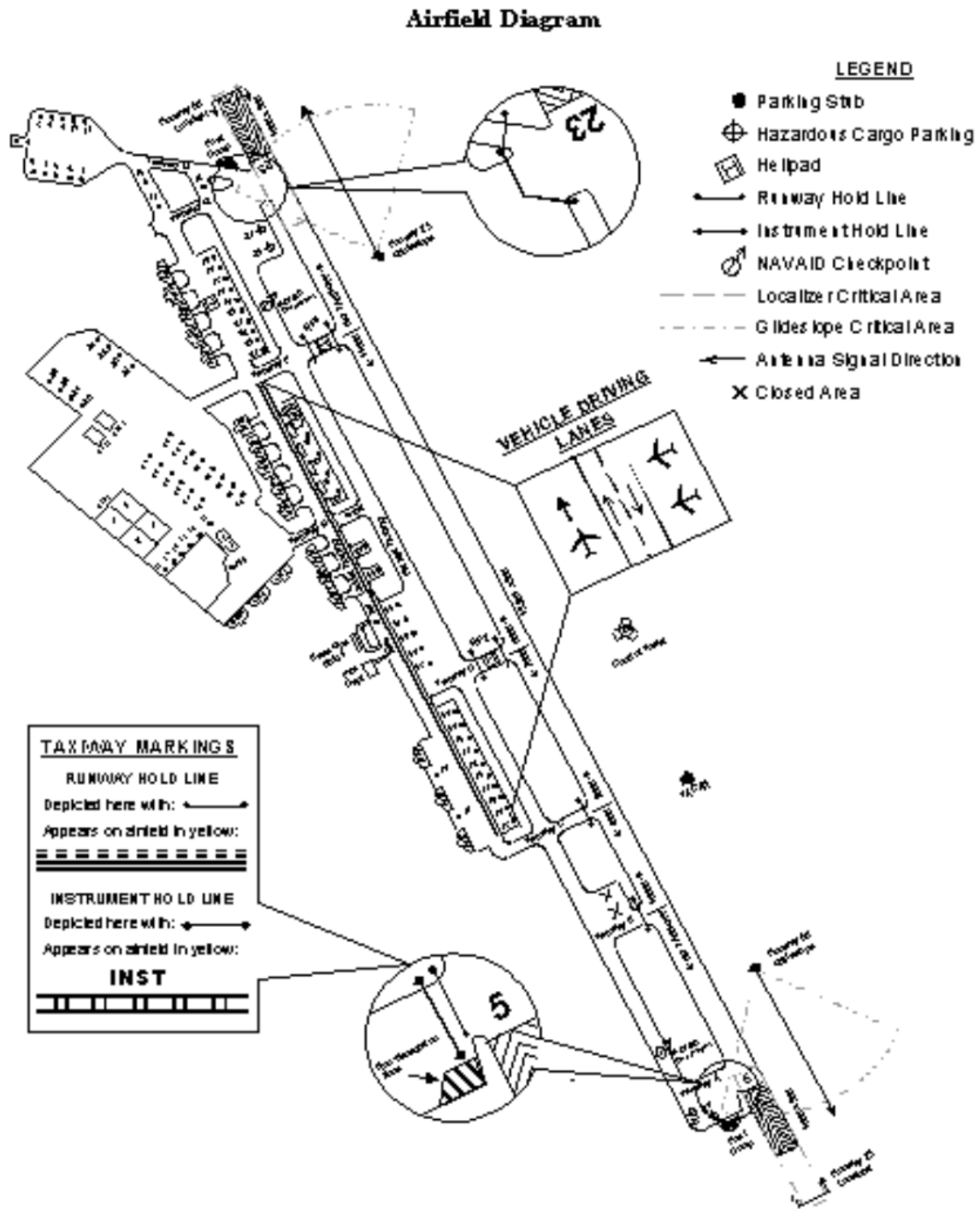
**A11.3. Documentation.** Document annual refresher training on back of the AF Form 483.

- A11.3.1. If/when no longer able to make entries on the back of AF Form 483, have the operator hand carry the AF Form 483 to Airfield Management to exchange for a new competency card.
- A11.3.2. Only authorized VCO/VCNCOs and designated flightline trainers will conduct and document flightline driving refresher training.

## Attachment 12

## AIRFIELD DIAGRAM

Figure A12.1. Airfield Diagram



### Attachment 13

#### FLIGHTLINE DRIVING VIOLATIONS AND REMEDIAL TRAINING

**A13.1. Appropriate Actions.** When an accident or flightline driving incident occurs the unit VCO should ensure that all appropriate actions have been taken to resolve the situation.

A13.1.1. Immediately notify the Chief of Airfield Management (CAM) or designated representative. During non-duty hours or when CAM is not available, contact Base Operations to determine further requirements. (Do this in addition to other notification criteria that may require other response agencies, such as Security Forces, etc.).

A13.1.2. The CAM, and/or Security Forces, depending upon the situation will determine if the vehicle(s) and its operator will be allowed to move or stay in place.

A13.1.3. The vehicle operator will report immediately to Base Operations to be interviewed by CAM/representative. When feasible, the VCO/VCNCO and the operator's immediate supervisor will attend this interview. Written statements from all involved parties will be obtained (See [Attachment 14](#)). Based upon the findings, the CAM will take whatever appropriate corrective action deemed necessary. The CAM has the authority to decertify flightline driving privileges. If a runway intrusion occurred and aircraft were involved, the CAM must notify Wing Safety and ATC to ensure appropriate documents are being filed (hazardous air traffic report or other safety investigation requirements). All runway intrusion/incidents will be logged on the Runway Intrusion/Vehicle Violation Log maintained in Base Operations counter. Additionally, these type incidents, along with information on the consequences to aircraft/operations and remedial actions taken will be briefed at the next quarterly Airfield Operations Board.

**A13.2. De-certification and Remedial Training.** If individual is decertified, the VCO will immediately enter the individual into remedial training. The operator's AF Form 483 will be surrendered to the CAM. Airfield Management personnel will usually confiscate Competency Cards on the spot to later turn over to the CAM.

A13.2.1. Remedial training will include the entire initial training program with special emphasis in the areas in which a violation occurred.

A13.2.2. Upon completion of remedial training, the VCO will have trainee hand carry a newly re-accomplished Flightline Certification letter attached to the original AF Form 171 to the CAM.

A13.2.3. A final flightline driving test will be issued by the CAM. The trainee must pass with a score of 90% or above. Failure will require an immediate review of the VCO's unit flightline driving training program and an interview with the trainee's flightline instructor prior to any further training of the individual. The CAM will make the final determination to reinstate or deny flightline driving privileges.

**A13.3. Point of Contact (POC).** POC is Chief of Airfield Management/Airfield Superintendent (7-5481/5435)

**Attachment 14****RUNWAY INTRUSION, INCIDENT, OR VIOLATION (SAMPLE)**

Name \_\_\_\_\_ Rank \_\_\_\_\_

Organization \_\_\_\_\_ Duty Telephone \_\_\_\_\_

Date of incident/time \_\_\_\_\_

Location of violation \_\_\_\_\_

License Number/Vehicle Type \_\_\_\_\_

Supervisor Name \_\_\_\_\_ VCO/VCNCO \_\_\_\_\_

STATEMENT: (Write, in your own words, what occurred. State the circumstances/information which led to the incident).

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**SIGNATURE**